

Chief Deputy Treasurer - Greene County Treasurer's Office

The Greene County Treasurer's office is seeking a highly qualified individual to serve as Chief Deputy. Please submit a cover letter and resume to Stephanie A. Deal, Treasurer, P.O. Box 157, Stanardsville VA 22973 or to sdeal@gcva.us. Starting pay is set at \$38,574. Position remains open until filled. No phone calls please.

General Information

The Treasurer's office is responsible for collecting and recording all tax revenues and local fees, representing the County in all banking matters, and managing the investments of County funds. Collection of real estate and personal property taxes is one of our largest responsibilities. Everyone in this office is responsible for assisting the taxpayers first and foremost.

General Definition of Work

This position serves at the pleasure of the Treasurer and will need to gain an understanding of all aspects of this office. Primary responsibilities include various types of reconciliations between the general ledger and other sub ledgers. This position will be charged with leading the overall efforts of the office as well as implementing assigned projects to improve the efficiency of the office.

Some specific duties are:

- Bank and tax reconciliations
- Prepare monthly reports
- Prepare electronic bill files for printers and mortgage companies
- Process bankruptcy claims
- Assist with various methods of collection efforts
- Assist with audit preparation
- Manage administrative needs of the office such as records management, maintenance & supplies
- Serve as backup to the Deputy Treasurers - includes answering phones and assisting taxpayers
- Serve as backup to the Treasurer

Essential Skills and Qualifications

- Enjoy working with the public
- Knowledge of accounting practices along with bookkeeping experience
- Reconciliation experience with the ability to prepare journal entries
- Ability to locate and identify problems as well as fix them
- Analyze and interpret fiscal and accounting data
- Work independently on special projects
- Ability to adapt to different computer software
- Experience using Microsoft Office
- Significant working knowledge of Excel
- Comfort with importing and exporting data
- Ability to manipulate data while maintaining its integrity
- Experience in fund accounting is a plus
- Valid drivers license

Equal Employment Opportunity

Hiring for Greene County shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status or disability unless otherwise permitted by County policy or applicable law. Applicants hired by the County must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.